

# NEW MEXICO JUDICIAL BRANCH

## Human Resources Administrator (Classified)

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under general supervision, analyze and administer general human resources actions, employee payroll and benefits, recruitment and human resources data entry.

### **QUALIFICATIONS**

**Education:** Bachelor's Degree from an accredited college or university in Human Resources, Psychology, Business, or Public Administration, or a related field

**Education Substitution:** Experience in human resources management, payroll and benefits administration, may substitute for education on a year for year basis.

**Experience:** Two (2) years of experience in general human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, and payroll and benefits.

**Experience Substitution:** Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may count for one (1) year work of experience, or additional relevant graduate level education may substitute for up to two (2) years experience at a rate of 30 semester hours equals one (1) year of experience.

**Other:** Completion of a post-offer background check may be required.

**Knowledge:** Broad knowledge of human s administration practices, principles and techniques; performance management; payroll processing; benefit administration; recruitment, interviewing and selection techniques; unemployment; customer service practices; records management; employment law (i.e., Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Occupational Safety and Health Administration, Workers' Compensation); labor relations; English grammar, vocabulary and punctuation; retirement plans; classification and compensation administration; basic accounting, audit and reconciliation procedures; training techniques; computer software applications (standard office applications and automated databases); office procedures and equipment.

**Skill & Ability:** Demonstrated skill in applying relevant policies and procedures; establishing priorities and meeting deadlines; communicating effectively both orally and in writing; being organized; attention to detail; researching, comprehending, explaining, and resolving complex issues constructively;

maintaining confidentiality; adapting to change; reading, writing and arithmetic; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; dealing with people diplomatically and maintaining positive staff relations and high morale; dealing with difficult people; providing good customer service; using common sense; maintaining professional demeanor and composure; using computers and computer software; researching and retrieving information; and maintaining accurate files and records. **Ability to** understand local court administrative regulations, policies and procedures; anticipate problems; be tactful and diplomat; communicate with individuals at all levels of the organization; problem solve, analyze and apply relevant policies and procedures; assimilate information and provide an accurate response; balance agency and employee needs; balance conflicting demands; coordinate resolution of specific policy/rule related problems and inquiries; produce high quality work; think and react quickly; explain the Judicial Branch employment rules and policies; investigate on the job injuries; complete surveys; manage time and resources; organize, multi-task, set priorities and meet deadlines under pressure; investigate and resolve ongoing employee relations problems and issues; develop, recommend and initiate appropriate steps for resolution; train others; be attentive to detail and maintain a high degree of accuracy; retain information; coordinate work with others; establish and maintain cooperative working relationships; receive and follow directions; work independently; and deal with difficult people.

### **EXAMPLES OF WORK PERFORMED**

**Document Preparation** - Prepare and complete human resources documents for supervisor or Administrative Authority approval (i.e., hire, discipline, FMLA, leave donations, and reclassification or out-of-cycle requests); and develop reports. **Payroll & Benefits** - Process and audit payroll; maintain current knowledge of benefits; administer benefits and explain benefits to employees; serve as liaison between employees and insurance carriers. **Data Entry** - Process and enter various approved human resources transactions utilizing computerized human resources management system. **Recruitment** - Coordinate recruitment efforts and job postings; review applications, evaluate applicant skills and make recommendations regarding applicant's qualifications; schedule interviews, participate on interview panels, check candidate references, complete background checks; prepare employment letters, conduct new employee orientations. **Customer Service** - Provide assistance and follow-up on inquiries from justices, judges, managers, supervisors and employees regarding human resources (NM Judicial Branch Personnel Rules and NM Judicial Branch Personnel Rules for At-Will Employees, federal and state rules, regulations, policies and procedures, recruitment practices, interviewing procedures, safety practices, classification and compensation, local court administrative regulations, policies and procedures); develop and maintain effective working relationships with other judicial entities. **Classification** - Prepare and review requests for position reclassification; analyze job duties, organizational structure, determine best job classification, prepare job reclassification documentation; prepare budget forms and make recommendations for approval or disapproval. **Compensation** - Review requests for monetary compensation analyze and make appropriate recommendations for action in accordance with rule, policy, and procedure; follow safety and loss control practices; and complete salary survey questionnaires. **Discipline** - Provide guidance and accurate information regarding progressive discipline to managers and supervisors in the area of employee discipline; draft disciplinary actions for review; assist managers and supervisors in analyzing the problem and identifying the best course of disciplinary action; assemble and provide information associated with discipline to appropriate

parties. **Training** - Present training programs. **Rule/Policy** - Recommend operating policy and procedural improvements; coordinate the resolution of specific policy/rule related and procedural problems and inquiries. **Clerical** - Maintain filing systems and archive personnel files, answer phones, and other associated duties as assigned. **May** - Assist in investigating employee complaints; serve on local and statewide committees; prepare personnel services budget projections; and maintain and archive personnel files.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work requires the extensive use of computers and is performed in an office or court setting. The employee is regularly required to sit for long periods of time, talk, hear, read typed and/or handwritten material, perform repetitious hand, arm, and finger motions, as well as use manual/finger dexterity. May also be required to stand, walk, kneel/stoop, move, lift, pull and carry up to twenty-five pounds; travel (valid driver's license required), work overtime and/or flexible hours, weekends, and holidays; and may be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions. The employee is expected to be punctual and to adhere to a work schedule.

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